

## Vacancy Announcement

<b>Position</b>	<b>Cash Transfer Project Officer</b>	<b>Starting date</b>	January 2025
<b>Location</b>	Nairobi, Kenya (to work on the Sudan mission)	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Sensitive (2/4)

## About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

## Position's context and key challenges

In response to the emergency situation in Sudan, Acted recruits.

## Key roles and responsibilities

The Project Officer ensures the implementation of cash transfer project activities and prepares written materials and progress reports on **cash transfer** field activities. He/she contributes to effective and timely completion of **cash transfer** activities, delivery of quality outputs and achievement of outcomes with maximum impact for beneficiaries. He/she reports directly to the Project Manager and works closely with the field team.

### 1. Programming

#### 1.1 Project Planning

- a) Prepare the work plan and time schedules for implementing the cash transfer activities;
- b) Support the identification and planning of technical skills and requirements to implement the project as per relevant standards.

#### 1.2 Project Implementation Follow-up

- a) Coordinate and implement day to day cash transfer activities with stakeholders in field ensuring that technical quality and standards are considered and respected during project(s) implementation;
- b) Ensure **cash transfer** activities are on time, target and budget, using effective MEAL systems to reach desired impacts;
- c) Assist the Project Manager to trouble-shoot any unforeseen challenges during the project implementation;
- d) Provide regular and timely updates on progress and challenges to the Project Manager and other team members;

#### 1.3 Documenting and Compliance

- a) Keep record of all cash transfer activity documents, in particular beneficiary list, completion certificates, attendance sheets, etc.;
- b) Help maintaining a beneficiary master database containing all beneficiary registration and baseline information as well as the cash transfer activities from which the beneficiaries benefitted ensure the data is protected from misuse in line with Acted's data protection policy;
- c) Ensure staff awareness of, and respect of, Acted's code of conduct, FLATS procedures and donor requirements.

#### **1.4 Beneficiary Engagement and Accountability**

- a) Adhere to Acted's Code of Conduct and treat all beneficiaries with respect and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability;
- b) Select the beneficiaries benefitting from cash transfer activities;
- c) Communicate Acted's Complaints and Response Mechanism target communities and participate in solving complaints related to the project in coordination with the MEAL Unit.

#### **1.5 Internal Coordination**

- a) Participate in project coordination meetings with the whole project team.

#### **1.6 External Coordination and Stakeholder Engagement**

- a) Undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation;
- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings;
- c) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

#### **1.7 Partner Management**

- a) Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with Acted and donor requirements;
- b) Refer partners to relevant Acted staff to support and/or train them in FLATS procedures where relevant;
- c) Participate in review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration, and ensure that any issues or disputes are resolved in a timely manner.

#### **1.8 Security**

- a) Ensure that each member of the **cash transfer** team is aware of security issues, policies, SOPs and they follow them accordingly.

### **2. Human Resource**

- a) Participate in the recruitment of cash transfer technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc.);
- b) Ensure that cash transfer staff understand and are able to perform their roles and responsibilities;
- c) Follow-up the work plans and day-to-day activities of the cash transfer staff;
- d) Manage the project staff in cooperation with the Project Manager;
- e) Ensure a positive working environment and good team dynamics among cash transfer staff;
- f) Ensure capacity building among staff in cash transfer.

### **3. Logistics**

- a) Contribute to the development of procurement plans;
- b) Send accurate and precise order forms in a timely manner;
- c) Ensure a proper management and use of the project assets and stocks;
- d) Plan **cash transfer** team movements based on available fleet and applicable policies

### **4. Finance**

- a) Forecast monthly cash requirements for cash transfer activities and submit to the PM

### **5. Quality Control**

- a) Assess the cash transfer activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of cash transfer activities;
- c) Assists with monitoring the cash transfer activities implemented by partners (if any) in the field;

- d) Document lessons learned and best practices and share them with the Project Manager so they can be reflected in project planning and decision making.

#### 6. Grant Management

- a) Ensure adherence to donor procedures by project staff;
- b) Support the Project Manager in the preparation of progress and final reports, ensuring the quality and accuracy of technical information for cash transfer activities
- c) Participate in communication activities through the regular collection of pictures and stories related to project activities;
- d) Participate in new proposal development processes through the provision of expert programmatic advice related to contextual knowledge.

#### 7. Other

- a) Offer technical support and inputs to other projects in similar sectors (e.g. BOQ design);
- b) Any other tasks as assigned by the Line Manager.

### Required qualifications and technical competencies

- Field experience in program management and coordination
- Knowledge of the aid system and ability to understand donor and government systems;
- Excellent oral and written communication skills;
- Ability to coordinate and manage projects;
- Ability to work independently and creatively in the field and in capital;
- Team player;
- Strong ability to work in a cross-cultural context;
- Ability to work under pressure;
- Knowledge of Arabic language is a plus.
- Knowledge of a local and/or regional language is a plus.

### Conditions

- Salary between 1600 and 1800€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PO Cash Transfer/SDN**